



ML-INVESTIGATOR

Characteristics of Work

This is professional, investigative work that involves primarily administrative investigation and some criminal investigation. An employee in this position is responsible for establishing investigative priorities and conducting investigations in an assigned area involving multiple counties in the state. An employee will document complaints, complete investigative reports, and monitor licensees under disciplinary action to include the collection of blood and urine specimens during random, unannounced visits. Supervision is received from a Chief Investigator or Executive Officer.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Investigates violations of State and Federal Controlled Substance Laws and the Mississippi Medical Practice Act.

Appears as an expert witness by testifying at Board disciplinary hearings and in Federal and State court.

Operates in an "under-cover" capacity to investigate suspected violators.

Conducts follow-up investigations to ensure licensees are in compliance with Board restrictions or disciplinary actions.

Confronts professional licensees suspected of violations.

Compiles and completes investigative reports for agency accountability and administration.

Conducts pharmacy profiles in assigned area to ensure licensee compliance with State and Federal Controlled Substance Laws and Regulations.

Represents the agency at public speaking engagements to educate and inform the public of the agency's functions.

Maintains liaison with other regulatory and enforcement personnel of federal, state, and local government.

Performs related or similar duties as required or assigned.

Essential Functions

The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Investigates all health care practitioners/ professionals licensed by the Mississippi State Board of Medical Licensure for alleged violations of the Medical Practice Act, federal/state controlled substances laws, and the rules and regulations of the Medical Board. Also investigates allegations concerning the unlicensed practice of medicine.
2. Establishes and maintains a functional relationship with local, state, and federal law enforcement and regulatory agencies in addition to local and state medical societies.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:

While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; stand; walk; and reach with hands and arms. The incumbent is frequently required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

Three (3) years of experience in investigative work directly related to the above described duties.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.